



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 7720.4A Ch 1

5

APR 13 2004

COMBAT CENTER ORDER 7720.4A Ch 1

From: Commanding General, Marine Air Ground Task Force Training Command,  
Marine Corps Air Ground Combat Center  
To: Distribution List

Subj: DEDUCTIONS FROM PAY FOR DELINQUENT DEBTS OWED TO NON-APPROPRIATED  
FUND (NAF) BILLETING FUND

1. Situation. To direct a pen change to the basic Order.
2. Action. In enclosure (1), paragraph 4, change mailing address to  
Billeting Fund, P. O. Box 6032, Twentynine Palms, CA 92278-6032.
3. Filing Instructions. File this change transmittal immediately behind the  
signature page of the basic Order.

  
J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1



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BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 7220.4A  
46  
24 Apr 03

COMBAT CENTER ORDER 7220.4A w/ch 1

From: Commanding General  
To: Distribution List

Subj: DEDUCTIONS FROM PAY FOR DELINQUENT DEBTS OWED TO NON-APPROPRIATED  
FUND (NAF) BILLETING FUND

Ref: (a) MCO 7220.49A

Encl: (1) Sample Notification Letter

1. Situation. The reference establishes policy and procedures for the collection of any delinquent debt owed by active, reserve, and retired service members to any Non-Appropriated Fund (NAF) instrumentalities.

2. Cancellation. CCO 7220.4.

3. Mission. To publish procedures for involuntary collection of military pay for delinquent debts owed to the NAF Billeting Fund. This Order amplifies the instructions contained in the reference.

4. Execution

a. The Bachelor Housing Manager shall:

(1) The Bachelor Housing Manager may request checkage of a service member's pay account per the reference and this Order.

(2) Ensure that every effort required by the reference has been exhausted prior to requesting a pay checkage, to include written warnings of possible involuntary pay checkage. The enclosure is a sample notification letter. The Notification of Debt letter will be sent to the individual via the appropriate chain of command.

(3) Ensure that all checks accepted for payment to the Billeting Fund contain the individual's address and phone number. Enlisted personnel must also provide their end of active service date.

(4) Pay checkages for commissioned and staff non-commissioned officers will be submitted to the Head, Housing Division, for review and certification. Every effort shall be made to collect an outstanding debt before submitting a request for a pay checkage.

b. The Disbursing Officer shall:

(1) Ensure compliance with the reference and this Order prior to processing any checkages.

(2) Assist NAF officials in determining procedures for pay checkage of personnel of other services.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Bulletin can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.

  
J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1

## SAMPLE NOTIFICATION LETTER

## HEADING

7220  
46  
(Date)

From: Bachelor Housing Manager  
To:  
Via: Commanding Officer, (Unit) \_\_\_\_\_

Subj: NOTIFICATION OF DEBT

Ref: (a) MCO 7220.49A  
(b) CCO 7220.4A

Encl: (1) Supporting Documentation

1. Per the reference, you are hereby notified that you are indebted to the MCAGCC Billeting Fund for the amount of \$\_\_\_\_\_ for services provided. The enclosure verifies your debt and is provided for your review.

2. This office will submit a pay checkage to the Finance Office, Disbursing, MCAGCC, to deduct the debt from your military pay if you have not paid within 30 days of receipt of this letter.

3. As the via addressee of this correspondence, your Commanding Officer has been notified of your debt, per the reference.

4. You are requested to settle this debt by making payment to the Billeting Fund at Building 1565 or mail to Commanding General ~~(Attn: Bachelor Housing Office), Box 788200, Twentynine Palms, CA 92278-8200.~~ Billeting Fund  
Box 6032, Twentynine Palms, CA 92278-6032.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Received

ENCLOSURE (1)

ROUTING SHEET						Date: <b>2 APR 04</b>
<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">OPERATION CODE</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> X Originator or office  Affixing routing sheet  A Appropriate action  B Signature  C Comment/Recommend  D Concurrence </div> <div style="width: 45%;"> E Information  F Return to ADJ  G Retention  H (Other) _____  _____  _____ </div> </div>						SUBJECT: Pen change to CCO 7720.4A, DEDUCTIONS FROM PAY FOR DELINQUENT DEBTS OWED TO NON- APPROPRIATED FUND (NAF) BILLETING FUND
						ACTION OFFICER (name, section, ext.) Brenda Robets, X4596
						SUSPENSE DATE:
RTG	OPR CODE	ADDRESSEES	DATE IN	DATE OUT	INITIALS concur/nonconcur	REMARKS & SIGNATURE
		CG				<div style="font-weight: bold; margin-bottom: 10px;">BACKGROUND:</div> 1. The subject order was staffed for annual review and changes were provided <div style="font-weight: bold; margin-bottom: 10px;">DISCUSSION:</div> Recommended was a change to the enclosure. Changing the mailing address for making payments. The change is submitted as a pen change to the order <div style="font-weight: bold; margin-bottom: 10px;">RECOMMENDATION:</div> Sign and implement the change to the subject order. <div style="margin-top: 20px;">R/ <b>B. L. ROBERTS</b></div>
4	B	C/S		4/13	<i>[Signature]</i>	
		SGTMAJ				
3	A,C	SSEC				
		PROTOCOL				
2	A,C	ADJ		4/5	<i>[Signature]</i>	
		BAND				
		BMD				
		C&D				
		COMPT				
		DENTAL				
		HOSP				
		HRO				
1	X	I&L		2 APR 04	<i>[Signature]</i>	
		INSP				
		MPWR				
		MCCS				
		O&T				
		PAO				
		PMO				
		RMD				
		RSU				
		SJA				
		TTECG				
		7TH MARINES				
		CSSB-10				
		HQBN				
		MCCES				
		MWSS-374				
		VMU-1				